



**MDAC - AGRICULTURAL THEFT INVESTIGATOR I**

**CHARACTERISTICS OF WORK:**

This is entry level professional investigative work involving the enforcement of all State laws enacted for the purpose of preventing the theft of Livestock, Agricultural, and Aqua-cultural Products and Implements. The work includes enforcement of laws dealing with the transportation of Livestock in the State and the enforcement of Branding Laws. This work also involves the investigation of violations of criminal laws administered by the Mississippi Department of Agriculture and Commerce and the apprehension and arrest of those persons who are violating these laws. Incumbents in this job class are responsible for the investigation of any and all crimes committed, which are related to agriculture, including, but not limited to, timber theft, livestock theft, the killing of livestock, vandalism, agricultural chemical theft, and equipment theft. Incumbent renders assistance to and obtains cooperation of Federal, State, County, and Municipal Law Enforcement Agencies and Prosecutors in a multi-county district, including Statewide when appropriate. The work involves conducting criminal investigations, gathering evidence, and ascertaining facts in cases of misdemeanor and felonious violations. The work includes conducting under-cover investigations in areas where investigator is unknown; obtaining and executing search and arrest warrants; obtaining and serving subpoenas; conducting in-depth financial and background investigations of persons and companies suspected of violating State laws; preparing comprehensive investigative reports; maintaining case files; and testifying as a witness for the State in court and before Grand Juries. Workers in this classification frequently deliver speeches before social/civic clubs or other interest groups. The work is performed under the supervision of an Agency Director and is subject to review by the Commissioner of Agriculture.

**MINIMUM QUALIFICATIONS:**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

**Education:**

A Bachelor's Degree from an accredited four-year college or university in Agricultural Economics, Business Administration, Resource Management, Forestry, Criminal Justice, Public Administration, or a directly related field;

**AND**

**Experience**

Two (2) years of experience in work related to the described duties, including certification as stated below.

OR

**Education:**

Graduation from a standard four-year high school or equivalent (GED)

AND

**Experience:**

Six (6) years of experience in work related to the described duties, including certification as stated below.

**Certification Requirements:**

Applicants must hold a certification as a State of Mississippi Law Enforcement Professional from the Board of Law Enforcement Officers Standards and Training.

Applicants holding invalid certification as a Law Enforcement Professional by the State of Mississippi must complete a re-certification refresher course within eleven (11) months of employment.

**Required Document:**

Applicants must attach a copy of his/her State of Mississippi Law Enforcement Professional Certification.

**Special Requirements:**

Applicants will be required to pass a physical examination before appointment.

**PHYSICAL REQUIREMENTS:**

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

**Moderate Work:** May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

**Vision:** Requires the ability to perceive the nature of objects by the eye.

**Near Acuity:** Clarity of vision at 20 inches or less.

**Midrange:** Clarity of vision at distances of more than 20 inches and less than 20 feet.

**Far Acuity:** Clarity of vision at 20 feet or more.

**Peripheral:** Ability to observe an area that can be seen up and down or left and right while eyes are fixed on a given point.

**Depth Perception:** Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

**Ability to adjust focus:** Ability to adjust the eye to bring an object into sharp focus.

**Speaking/Hearing:** Possesses the ability to give and receive information through speaking and listening skills.

**Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

### **COMPETENCIES:**

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

### **PUBLIC SECTOR COMPETENCIES:**

**Integrity and Honesty:** Demonstrates a sense of responsibility and commitment to the public trust through statements and actions.

Models and demonstrates high standards of integrity, trust, openness, and respect for others. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

**Work Ethic:** Is productive, diligent, conscientious, timely, and loyal.

Conscientiously abides by the rules, regulations, and procedures governing work.

**Service Orientation:** Demonstrates a commitment to quality public service through statements and actions.

Seeks to understand and meets and/or exceeds the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with customers.

**Accountability:** Accepts responsibility for actions and results.

Is productive and carries fair share of the workload. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to detail to achieve high-level performance. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards, and mistakes. Has knowledge of how to perform one's job. Knows the organization's mission and functions and how it fits into state government.

**Self Management Skills:** Effectively manages emotions and impulses and maintains a positive attitude.

Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works effectively and cooperatively with others to achieve goals. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest. Promotes cooperation and teamwork.

**Interpersonal Skills:** Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and prevent or resolve conflict situations. Encourages others through positive reinforcement.

**Communication Skills:** Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Receives other cues such as body language in ways that are appropriate to listeners and situations. Takes into account the audience and nature of the information; listens to others, attends to nonverbal cues, and responds appropriately. May make oral presentations. Communicates ideas, suggestions, and concerns, as well as outcomes and progress throughout the process of an activity. Provides thorough and accurate information.

**Self-Development:** Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

Seeks efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to change and new information and ideas.

#### **TECHNICAL COMPETENCIES:**

**Investigation:** Examines and evaluates all relevant facts to determine a logical and supported conclusion.

Conducts investigations of violations of any laws administered by the Mississippi Department of Agriculture and Commerce, including state laws enacted to prevent the theft of livestock, agriculture, and aquaculture products and implements. Conducts in-depth financial and background investigations. Collects and synthesizes information obtained through research. Identifies key issues and facts. Conducts a thorough analysis of the facts.

**Report writing and Record Keeping:** Maintains adequate records and files on investigative findings.

Prepares comprehensive, investigative reports and consults with superior on actions to be taken. Prepares and maintains investigative files. Organizes information clearly. Maintains case files for criminal prosecution. Supports conclusions and recommendations. Uses correct spelling and grammar. Submits reports on time

**Information Management:** Identifies a need for and knows where or how to gather information.

Utilizes surveillance techniques in the detection of crimes and gathering of evidence for prosecution. Develops and utilizes informants and others courses of information relating to illegal activities. Gathers evidence and ascertains facts.

**Compliance:** Ensures compliance of state, federal, and agency regulations.

Enforces laws enacted for the purpose of preventing the theft of Livestock, Agriculture, and Aquaculture Products and Implements. Investigates violations of criminal laws administered by the Mississippi Department of Agriculture and Commerce and apprehends and arrests those persons who are violating these laws.

**ESSENTIAL FUNCTIONS:**

**Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:**

1. Performs various legal and investigative duties involved in gathering and presenting facts/evidence.
2. Prepares and maintains forms, reports, and files.
3. Maintains effective communication with, renders assistance to, and requests assistance from agency employees, community groups, and other agencies, including law enforcement agencies.

**EXAMPLES OF WORK:**

**Examples of work performed in this classification include, but are not limited to, the following:**

Conducts investigations of violations of State laws enacted to prevent the theft of livestock, agricultural, and aquacultural products and implements.

Conducts investigations of violations of any laws administered by the Mississippi Department of Agriculture and Commerce.

Conducts investigations of the commission of any crime related to Agriculture committed within the State.

Enforces branding laws where branding practices are found to be illegal.

Makes periodic record inspections of livestock markets and hide dealers within the State.

Gathers evidence and ascertains facts.

Conducts in-depth financial and background investigations of persons and companies suspected of violating state laws.

Obtains and executes search and arrest warrants and subpoenas.

Interviews witnesses, victims, and suspected violators.

Testifies as witness for the State in Federal, State, and Municipal courts and Grand Juries.

Develops and utilizes informants and other sources of information relating to illegal activities.

Conducts undercover investigations in areas where investigator is unknown.

Utilizes surveillance techniques in the detection of crimes and gathering of evidence for prosecution.

Prepares comprehensive investigative reports.

Maintains case files for criminal prosecution.

Responds to complaints from the general public and may request assistance from other agencies.

Renders assistance to and obtains cooperation of Federal, State, County, and Municipal law enforcement agencies.

Assists in the compilation of intelligence files on suspected criminal activity and trends.

Delivers speeches to social/civic groups and other special interest groups.

Performs related or similar duties as required or assigned.

**INTERVIEW REQUIREMENTS:**

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.